

Centers for Medical Countermeasures  
Against Radiation  
RFA AI-04-045  
U19 Mechanism

# Application Preparation/ Review Procedures:

## The SRA Perspective

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# Sources of Information/Instructions

- RFA
- PHS398 (Including fillable forms, online at the Office of Extramural Research website-  
<http://grants.nih.gov/grants/funding/phs398/phs398.html>)

# Areas to Highlight

- Prepare your application carefully
  - Table of Contents
  - Budget (both overall budget and component budgets)
  - Location of Biosketches (at end, do not provide twice)
  - Human Subjects and Inclusion of Women, Minorities, Children
  - Pilot Research Projects Program (do not include specific projects)
  - Advisory Boards (do not name individuals)

# Table of Contents

- Page 12 of RFA
- Include a comprehensive Table of Contents in the first few pages of the entire application. (Do not use page 3 of PHS398; Often multiple pages)
- Include a more standard (form page 3 of PHS398) Table of Contents for each project and core.

# Budget

- See RFA page 12
- A composite budget in the first few pages of the entire application
- Each project and core will have a budget with justification
- No modular budgets

# Biosketches

- All biosketches are included only once, at the end of the application, just before the checklist
- PI, followed by others in alphabetical order

# Human Subjects

- Include the required human subject information for each project and core as a Section E in the project write-up
  - Address the 4 items listed in PHS398
  - Clinical Trials require a Data and Safety Monitoring Plan
  - Address Inclusion of Women, Minorities and Children (less than 21 years old)



# Vertebrate Animals

- Address in a Section F for each project and core that uses animals

# Pilot Research Projects Program

- Do not include specific projects
- The evaluation focuses on process

# Advisory Panels

- Please do not create advisory panels, especially external panels, until after the application review meeting
- Please do not list such panels in the application
- You may list the types of individuals and the desired expertise for these panels so the review committee can evaluate your process for structuring these committees

# NIH Point of Contact

- SRA (in NCI) between February 22, 2005 and the Review Meeting (June/July 2005)
- Program Staff (in NIAID) before February 22, 2005 and after the Review Meeting

# Peer Review Process/Review Criteria

- Outlined on page 16-19 of RFA
- Streamlining/Expedited Review/"Triaging"  
Up to 50% of submitted applications may be UNSCORED and receive a somewhat abbreviated summary statement (Our general philosophy is to provide a thorough review for all applications, but not necessarily a complete discussion at the meeting.)
- There may be two distinct meetings to handle all of the applications.

# Peer Review Process/Review Criteria

Application evaluated for Significance,  
Approach, Innovation, Investigators,  
Environment

Each component (project, core) of the  
application is subject to additional review  
criteria, as listed in the RFA